



FEBRUARY 27, 2004 DEADLINE



## ALUMNI LOCAL INITIATIVE GRANTS PROGRAM (LIGP)

The Bureau of Educational and Cultural Affairs (ECA) of the United States Department of State is pleased to announce the Local Initiative Grants Program, which was established to assist former participants of the

**Freedom Support Act (FSA) Undergraduate Program  
Edmund S. Muskie/FSA Graduate Fellowship Program (formerly the Benjamin Franklin Program)  
Junior Faculty Development Program  
Partners in Education**

who are citizens of:

**Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russian Federation, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan**

to contribute to the social, economic, and political development of their countries.

The Local Initiative Grants Program provides alumni of ECA programs with the opportunity to initiate social, economic, and political development projects of their own design in the countries of Eurasia. Projects should build on the U.S. experience of alumni.

Possible projects include:

- Conducting training or scholarly events for alumni and non-alumni participants;
- Conducting events or activities that would strengthen and develop alumni associations or other professional associations;
- Development and publication of curriculum and materials;
- Any other projects judged to be in the spirit of the program by the selection committee.

Projects will not be approved that:

- Request funding for individual professional development;
- Include any travel outside the countries of Eurasia;
- Finance overhead expenses for existing institutions;
- Present a budget with over 30% in salary expenses (including honoraria). Please note that alumni (LIGP applicants and trainers, consultants, etc.) may not receive salaries from LIGP. Non-alumni should also be encouraged to contribute their time.

**Applicants may request up to \$5,000. Applicants may submit only one proposal.**

The Local Initiative Grants Program is funded by ECA and is administered by the American Councils for International Education: ACTR/ACCELS. In order to participate in this program, alumni must:

- be successful participants of one of the above programs;
- be in compliance with the two year home residency requirement following their program;
- register or update their information in the alumni database (this may be done at any American Councils office);
- currently reside in one of the countries listed above.

Alumni of all ages, fields of study, years of study, and administering organizations are encouraged to apply. Groups and associations of alumni of these programs may also apply.

**NOTE: Employees of American Councils and the Embassy of the U.S.A. are not eligible to apply.**

## LIGP Application Information

### Selection Process

Competition for the LIGP is merit-based and objective. Selection is based upon the following criteria:

**1. Objectives:**

- Does the project contribute to the social, economic, and/or political development of the applicant's home country?
- Are the specific objectives outlined in the proposal through clearly defined project steps?

**2. Constituency:**

- Can the applicant demonstrate the need for this project among the constituency it is intended to serve?
- Does the project benefit people from differing ethnic, religious, social, professional, and age groups?

**3. Feasibility:**

- Is the proposal financially well thought-out? For example, does it demonstrate an attempt to economize on resources and thereby maximize the impact of the project?
- Does the proposal include cost-sharing? **Is the cost-share documented by the potential contributors in the proposal?**
- Does the proposal take advantage of other available alumni resources when available and applicable?
- Are potential problems addressed? (e.g. fluctuating costs of travel)
- **Does the project have a specific start and end date?**
- Can the project be accomplished within the time frame?
- Has the applicant demonstrated an ability to successfully complete the proposed activity?
- If the project involves activities that extend beyond the grant period, or the organization of a permanent structure, what are the plans for sustaining the proposal's future activities?

**4. Results:**

- How realistic are the applicant's expectations?
- Can the results be measured in qualitative as well as quantitative terms?

Completed applications by alumni meeting the eligibility requirements will be reviewed by a selection committee in Washington, D.C. The selection committee expects that only proposals that include cost-sharing or in-kind contributions, and documents such with cost-share letters, will receive funding in this competition.. Applicants will be notified in June 2004 of the results of the competition. LIGP grants are active for a maximum of six-months: these grants will begin in July 2004 and end in December 2004. **All grant activities must be completed within six months of the award.** Since funding for the LIGP is limited and the program is competitive, some applicants may not receive awards.

### Financial Terms of the Grants

Grant funds are transferred to the grantee's account from the United States in U.S. dollars. Grant recipients must provide a budget and budget narrative as part of the application, which accurately reflect the proposed costs of the project. Amendments to the budget after submission must be approved by American Councils. **Additions to the budget after submission will not be allowed. Applicants must consider bank transfer fees and taxes in their budgets at time of application, as changes will not be allowed at a later date.**

### Recipient Responsibilities

Upon successful completion of the project, grant recipients must submit finance (including receipts for expenses) and activity reports to American Councils that indicate results using both qualitative and quantitative data. Any materials published through projects funded by the Local Initiative Grants Program must be included in the final report and should carry an acknowledgment as follows:

*Support for this publication/conference/workshop was provided by the Alumni Local Initiative Grants Program, which is funded by the Bureau of Educational and Cultural Affairs of the United States Department of State (ECA), under authority of the Fulbright-Hays Act of 1961 as amended, and administered by the American Councils for International Education: ACTR/ACCELS. The opinions expressed herein are the author's own and do not necessarily express the views of either ECA or the American Councils for International Education.*

**APPLICATIONS ARE FREE OF CHARGE AND MAY BE DUPLICATED.**

Failure to follow these regulations may result in a request to the grantee to return grant funds or disqualification from receiving U.S. Government-sponsored grants in the future.

**Application Instructions**

Applicants should read all information carefully before filling out the application form. All parts of the application should be submitted in English and must be typed or handwritten in blue or black ink. All sections of the application must be submitted; incomplete applications will not be accepted. Applicants must submit three (3) copies of the application (including the original) to their local American Councils office.

\* \* Each American Councils office holds a grant-writing seminar during the year; applicants are **strongly** encouraged to attend this session in order to submit as complete and well-developed proposal as possible.\* \*

**Part I. Project Information.** Applicants should use full legal names. Personal or organization names should not be translated into English. For example "Georgi" should be written as such and not translated as "George." Printed materials from participating organizations or institutions may be attached in lieu of providing information as part of the project proposal. If an alumnus is applying without the participation of an organization or institution, this information is not necessary.

**Part II. The Project Proposal.** The project proposal should include five main sections: (1) A description of the project; (2) A statement of need; (3) A narrative of the project steps; (4) A list of project partners and team members and their expected role; and (5) A statement of how you will evaluate the project.

**(1) Description**

Please provide a narrative outline of your project. Describe the project, what it will accomplish, and how it will achieve these goals while overcoming obstacles or challenges that you can foresee. Describe your project within the context of similar projects you have witnessed or worked on.

**(2) Statement of Need**

Please explain why this project warrants funding. Describe the problems or conditions in your community that this project will address. You should also describe the people who will benefit from this project and why it is important to you personally. Keep in mind that the selection committee is looking for projects that further the social, economic, and/or political development of the applicant's country.

**(3) Project Steps**

Most projects require careful planning and sustained effort on the part of the organizer to complete. Please determine and list here the steps you will take in order to finish this project. These may include, among other things, mobilizing human resources, cooperating with institutional and individual partners, and executing organizational tasks. You may use this to help you complete section III, where you will be asked to provide a detailed timetable of your project.

**(4) Project Partners**

Most, if not all, LIGP projects require community support in the form of cost-sharing and donated labor. How does this project take advantage of other alumni resources? (see more information on alumni resources below). Please indicate what institutions or individuals have agreed to assist in the execution of this project and what their role will be. Any cost-share that is included in your budget must be accompanied by a cost-share letter as an attachment to this proposal.

**(5) Project Evaluation**

What are the ways this project can be evaluated? Please think about and identify what the outcomes of your project will be. Try to predict and make clear, conservative statements about what the project will produce and accomplish. Please also think in terms of both short-term results and long-term outcomes and processes that may be set in motion by your project.

***Alumni Resources Available to ECA Alumni***

**Internet Access and Training Program (IATP)**

ECA sponsors the Internet Access and Training Program (IATP) in Eurasia. The IATP was established to provide training and Internet/computer access to ECA alumni and other designated groups free of charge. There are over 100 IATP sites across Eurasia. These sites are managed by Project Harmony in Russia and by IREX in the Caucasus, Central Asia and the Western NIS. For more information about the IATP, see <http://iatp.projectharmony.ru> or <http://www.irex.org/programs/iatp/index.htm> If your project involves Internet activities or short-term use of equipment, look into ways to work with the IATP in your region. If the

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IATP provides short-term equipment or Internet access in your region, you must take advantage of these free services and should not request funding for these expenses from the LIGP.

**Support for Community Outreach and University Teaching (SCOUT)**

The SCOUT Full Time Teaching, Part Time Teaching and Special Projects Grant Programs offer financial, methodological, institutional and informational support to Muskie/FSA alumni who are interested in teaching in institutions of higher education and professional training, or in local communities; in developing projects that promote learning and exchange among students, faculty, and communities; or in facilitating exchange between higher education and professional public and private sector, government, NGOs and other academic and community organizations. The SCOUT Program is funded by the Government of the United States of America and administered jointly by the Open Society Institute and Civic Education Project. Candidates are recruited through merit-based competition. **Muskie/FSA alumni should apply to SCOUT with projects that fit the SCOUT profile, rather than to the LIGP.** More information about SCOUT is available at <http://www.cep.org.hu/scout/>

**American Centers and American Corners**

The U.S. Embassy in Moscow operates a network of public access libraries across Russia- American Centers and American Corners. Special consideration will be given to projects that use facilities available at the American Corners and American Centers. Please speak with the center representative to learn approximate costs of using center facilities so you can budget for these costs.

**Alumni Resource Centers**

Alumni resource centers are supported in some cities and provide a variety of resources to alumni. Please be sure to take advantage of resources available at these centers in your proposals.

**State Alumni** <https://alumni.state.gov>

State Alumni is a Web-based interactive directory for the alumni of Department of State exchange programs. It extends the exchange experience for alumni after they return home from the U.S. This site also allows alumni to stay in contact with one another—and with the Bureau of Educational and Cultural Affairs—through networking and sharing useful information about professional opportunities and development. The site is intended to be for alumni—and by alumni. State Alumni may help you network with alumni when formulating a LIGP project idea or disseminating information about your project to other alumni. **LIGP applicants and all ECA alumni are strongly encouraged to register at State Alumni.**

**Part III. Detailed Timetable.** Applicants should attach a detailed project timetable showing the project start and end dates as well as dates of key events for the project, responsible parties, vendors, venues, etc.

**Part IV. Budget.** Applicants should attach a budget on a separate page. A sample budget is provided. Categories and items are provided in column B for convenience. Applicants may disregard categories or items that do not apply to their proposed activity. Applicants may also add items as necessary. Please separate administrative costs (such as salary, room rental, equipment rental, communications charges, etc.) from direct program costs. Budgets in local currency may be useful for the grantee's own budgeting purposes, but the selection committee will not be able to assess budgets in local currency. **All budgets should be provided in U.S. dollars only.**

**Salaries** The LIGP does not cover alumni salaries. Alumni are expected to cost-share this item. Salaries or honoraria are allowed for non-alumni staff or experts, but the total paid in staffing the project (including salaries and honoraria) should not exceed 30% of the total grant.

**Cost-Share** In addition to alumni salaries, possible sources of cost-share might include equipment on loan to the project, office space provided without charge, and books and materials donated by another organization. Cost-share contributions solicited from organizations that support the project help to show the importance of the project to your community. You must include cost-share letters from the potential contributors with your proposal. A sample cost-share letter is provided.

**Taxes and Bank Fees** Please remember to include taxes in your budget. In many countries, grant funds are not taxable, except for salaries and honoraria, which are taxed at the same level as for any company or organization. It is your responsibility to learn what the tax obligations are for your country and budget for the taxes you will need to pay. Similarly, you will need to include an estimate for the bank transfer fees incurred when the grant is wired to you. Additional funding is not available to pay for this should the fees exceed what you have budgeted, so be sure to budget the correct amount from the beginning.

## Sample Budget

A Item no.	B Item Description (categories in bold)	C Amount requested from LIGP	D Total cost-sharing on item	E Total Cost
1	<b>Administration:</b>			
2	Salary: Team Leader (Aliev)		\$600	\$600
	Salary: Project staff			
	1. Romanov		\$250	\$250
	2. Polskaya	\$250		\$250
3	Office rent	\$300	\$300	\$600
4	Communications	\$250		\$250
5	Shipping			
6				
7	<b>Logistics:</b>			
8	Participant travel	\$500		\$500
9	Participant lodging	\$400		\$400
10	Participant meals	\$240		\$240
11	Speaker travel		\$250	\$250
12	Speaker lodging		\$150	\$150
13	Speaker meals			
14	Staff travel	\$50		\$50
15	Staff lodging	\$75		\$75
16	Staff meals	\$72		\$72
17				
18	<b>Activity Costs</b>			
19	Venue fee/rental	\$25	\$200	\$225
20	Honoraria (speakers)	\$100	\$100	\$200
21	Catering	\$875		\$875
22	Materials (books, etc.)	\$60		\$60
23	Supplies	\$250		\$250
24	Equipment rental	\$100		\$100
25	Duplicating	\$50		\$50
26	Bank transfer fees	\$114		\$114
27	Taxes	\$200		\$200
28				
29	<b>Grand Totals:</b>	\$3,911	\$1,850	\$5,761

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**V. Budget Narrative.** The budget narrative provides detail about budget line items. Please see the sample provided. Be sure to include the names of all individuals budgeted for salary or honoraria.

**Sample budget narrative.**

<b>Administration:</b> staff salary (cost share alumni salaries)	Team Leader Aliyev: \$100 / month for conference preparation work is provided as cost share. \$100 / month x 6 months = \$600 (cost-share letter attached) Project Staff: Romanov (alumnus) provides his time as cost-share. He is in charge of finding speakers for the conference. \$50 / month x 5 months = \$250 (cost-share letter attached) Polskaya (local expert) provides expertise on conference materials. \$100 / month x 2.5 months = \$250
Office rent	The project is housed at the local university that provides space for half price (cost-share) since they are benefiting from the conference. \$100 / month x 6 months = \$600 total (of which \$300 is cost-share. See letter attached)
Communications	Phone, email and faxing invitations: 2 months @ \$25 (preliminary planning) + 4 months @ \$50 (heavy activity) = \$250
<b>Logistics:</b>	
Participant travel	10 train tickets to Yekaterinburg x \$50/ticket (round-trip) = \$500
Participant lodging	The Turist hotel will be the conference site. 10 hotel rooms x \$20/night/participant x 2 nights = \$400
Participant meals	10 people x \$12 / day (lunch and dinner – breakfast is provided at the hotel) x 2 days = \$240
Speaker travel	Two speakers are travelling from Moscow with funding from the International Foundation for Public Initiative. \$125 / ticket x 2 tickets = \$250 (see cost-share letter attached)
Speaker lodging	Two speakers will stay at the Turist hotel with funding from the International Foundation for Public Initiative. \$37.50 / night x 2 nights x 2 speakers = \$150 (see cost-share letter attached)
Speaker meals	Speakers will pay for their own meals.
staff travel	Travel to carry materials to the university and to pick up speakers for the conference. 20 trips x \$2.50 / trip = \$50
staff lodging	1 staff member (Aliyev) stays at hotel to monitor conference proceedings / guests' registration. \$37.50 / night x 2 nights = \$75
staff meals	3 staff members x \$12 / day (lunch and dinner – breakfast is provided at the hotel or at home) x 2 days = \$72
<b>Activity Costs</b>	
venue fee/rental	The Turist hotel provides its conference room free of charge (see cost-share letter attached). This is valued at \$200. We only need to pay \$25 for cleaning services.
honoraria (speakers)	The following speakers will receive honoraria: Ivan Ivanov, Professor, Humanities University: \$25/ day x 4 days = \$100 Evgeniy Petrov and Marina Kolchuk, Lecturers, Moscow State University will be providing their time as cost-share. \$25 / day x 2 days x 2 people = \$100
catering	Lunch will be served each day plus 2 coffee breaks. 50 participants x \$8/lunch x 2 days = \$800. 50 participants x \$0.75/coffee break x 2 days = \$75 Total = \$875
materials (books, etc.)	Instruction manuals for working groups at the conference will be purchased @ \$60 total.
supplies	Folders (\$50), pens (\$20), paper (\$100), notebooks (\$30), and other materials (\$50) for the office. Total = \$250.
equipment rental	Power point presentations are on over-head projectors. Laptop + overhead rental = \$50/day x 2 days = \$100
duplicating	Copying agendas and program materials. Total = \$50.
bank transfer fees	Bank fees for account at ExPromBank are 3%. 3% x \$3800 = \$114
Taxes	Taxes are charged on honoraria, per diem and salaries only @ 30%. \$665 x 30% = \$200.
<b>Grand Total:</b>	<b>\$3911</b>

**VI. Cost Share/Bank Information.** All applicants will have at least some cost-share since alumni cannot receive salaries. The value of alumni time should be shown in the cost-share area of the budget , as well as in section VI. Other cost-should also be included in this summary area.

If an applicant, does not have a bank account at the time of application, this area can be left blank. Applicants do need to investigate the available types of accounts to determine the costs of opening an account and estimate taxes for inclusion in the grant budget.

*Sample Cost-Share Letter*

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Logo / Organization Letterhead (if available)

Date

Name of LIGP Applicant  
LIGP Applicant address

Dear Mr. (Name of LIGP Applicant):

I am writing to offer my support to your application to the Local Initiatives Grant Program (LIGP) for the project entitled, "Youth Concerns about Elections." Should you win this grant, I will be happy to provide two training sessions to your alumni volunteers in managing an election monitoring campaign. These training sessions will be provided free of charge to your project. The value of these services is \$100 / day training fee x 2 training sessions = \$200 total.

I look forward to working with you on this worthy endeavor.

Please let me know if you have any further questions.

Sincerely,

Jane Doe  
International Elections Monitoring Group

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**Part VII.** Applicants must provide logistical and administrative information for the organization or individual who is applying. All changes in contact information must be reported promptly to the local American Councils representative.

**Part VIII.** Applicants should read the statement and indicate their acceptance of the terms of the LIGP with the signature of the Project Leader. Applications without this signature will not be accepted. Applicants who have questions or need clarification about the statement should contact their local American Councils offices.

**APPLICATIONS FOR THE  
LOCAL INITIATIVE GRANTS  
PROGRAM CAN BE  
SUBMITTED TO THE  
FOLLOWING OFFICES:**

**ARMENIA**

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Education: ACTR/ACCELS, Inc.  
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375019 Yerevan, Armenia  
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**RUSSIAN FEDERATION**

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